



HAMILTON COUNTY
JOB OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER

Posting Number:	97-12
Date Posted:	August 8, 2012
Deadline to Apply:	August 17, 2012

POSITION: Investigations Worker (Bargaining Unit)

CLASSIFICATION: Children's Services Worker
DEPARTMENT: Job and Family Services
LOCATION: Investigations and Assessment
222 E. Central Parkway
Cincinnati, OH 45202
WORK HOURS: 80 Biweekly
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$15.25 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Master's degree in Social Work (or Human Services related); or Bachelor's degree in Social Work (or Human Services related), plus six (6) months paid relevant experience; or a Bachelor's degree in Social Work and successful completion of a field placement at a public children's services agency (PCSA). Must possess a valid driver's license issued in the state of residency. NOTE: Must have the use of an insured automobile. A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

Listed below is a brief summary of the JOB DUTIES:

Responds to reports of dependency, physical abuse, neglect, emotional abuse, and sexual abuse of children. Responds to the priority of the report within mandated time frames. Conducts face to face interviews with alleged child victims. Responsible for conducting face to face interviews with parent(s), siblings and alleged perpetrators. Completes required visits to the home. Responsible for interviewing other persons and community providers that may have knowledge of the alleged abuse or neglect and safety of the child. Completes referrals to law enforcement as necessary. Seeks medical evaluation of alleged child victims when appropriate. Completes all investigative activities as designated by law. Determines immediate safety of children. Responsible for determining the disposition of the allegation. Completes investigation within thirty day mandate. Consults with the Prosecutors Office and seeks Court intervention as needed. Identifies safety and risk factors to children subject of the abuse or neglect report. Determines protective capacities of parent(s). Develops safety planning strategies for child(ren) identified not to be safe within their own home. Secures out of home legal placements for child(ren) most at risk. Determines cases in need of On-going Services and completes case transfer activities including referrals to service providers. Completes mandated Case Plan. Responsible for maintaining written documentation of investigative activities. Completes CAPMIS Tools, Activity Logs, Service Referrals and Case Plans. Responsible for other mandated paperwork as outlined by state regulations and agency policy. Reviews prior Children's Services history, completes background and criminal checks on parent(s) and alternative caretaker(s). Attends necessary training as required and performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Human Resources Department
138 E. Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.